

## CDCPDA – Wednesday, August 26, 2020 Meeting Minutes


Time: 6PM-730PM

Location: Virtual via Zoom

Recorded by: Secretary Shaude' Moore



- 1. Welcome by Shaude' Moore - 6:05 pm**
  - a. Board Roll Call, Quorum noted
    - i. Present: Representative Sharon Tomiko Santos, Mr. John Yasutake, Dr. Carver Gayton, Mr. Gerald Bradford, Mr. Lynn French, Ms. Shaude' Moore, Ms. Patricia Hayden, Rev. Dr. Phyllis Beaumonte, Dr. Rayburn Lewis, Dr. Benjamin Danielson
    - ii. Absent: Mr. Kelly Jefferson and Mr. Chukundi Salisbury
    - iii. Excused: None
  - b. Request for Meeting Recording – no objections
- 2. Accept agenda, Bylaws Approval – Dr. Carver Gayton**
  - a. Section of meeting called to order, motion for agenda approval – Moved and 2<sup>nd</sup> – All in favor – Agenda Approved
  - b. 10 minutes given for Bylaw review. Timed.

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- i. After moderate discussion on the definition, frequency, and public notification of Regular vs Special meetings, it was moved, seconded to approve the bylaws. “Thank you” from Mr. Yasutake!
  - ii. **Action:** Bylaws adopted unanimously


### **3. Nomination and election of officers – Dr. Carver Gayton**

- a. **Action:** The following slate of officers was nominated and unanimously elected;
  - i. President-Rayburn Lewis MD
  - ii. Vice President-Gerald Bradford
  - iii. Secretary-Shaude’ Moore
  - iv. Treasurer-John Yasutake

### **4. (old agenda item 6) Updates on Conversation with the Department of Commerce and the State Attorney General’s Office - 37th**

**Legislative District Representative Sharon Tomiko Santos** (Original agenda Items 5 and 6 [now 4 & 5] were swapped for meeting time management purposes requested by President Dr. Lewis.)

- a. Clarified issues related to title transfer between the CDCPDA Board and Seattle Community Colleges.
- b. Her conversation with Department of Commerce previous week in regards to clarifying urgency of transfer of title.
  - i. Clarified that the DOC felt there was no emergent need to transfer the title.
  - ii. She was assured that they understood and support the idea of the CDCPDA to take the time necessary to establish a firm legal foundation, to understand procedure and decisions as well as adopting a budget.
  - iii. Department of Commerce would communicate directly with the Department of Enterprise Services and the Seattle Community College their position.
  - iv. DOC would like to brief the CDCPDA Board to ask questions and share information (existing structural analyses and guidance on maintenances and basic operations of the facility).


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- v. Parenthetical to the DOC conversation, \$1.3 MM appropriated to CDCPDA was not funding that needed to be rushed. The roof project needs to go through the formal bidding process. Recommended that the CDCPDA spends the Winter season putting bids out that met the requirements of the CDCPDA and take advantage of the 2021 construction season to begin work.
  - c. State attorney general office questions– What is exactly is the CDCPDA? The question has not yet been answered by the state.
    - i. Rep Santos submitted the question again on our behalf.
    - ii. Asst. Attorney General Alicia Young – Will investigate fundamental question of “What is the CDCPDA?” –Rep. Santos will follow up if she does not hear back within 3-4 weeks.
    - iii. Women Business Enterprises can assist in putting out bid technical assistance.
  - d. Mandatory OPMA and PRA Training – Directed to self-training modules that are available. There is value in training facilitated by an Asst. AG that is more relevant in nature. Rep. Santos will help in any way she can to guide us through the required training.

**5. (old agenda item 5) Discussed the letter from Dr. Shelia Edwards Lange, President of Seattle Central College, and the colleges desire to move expeditiously to transfer title.**

- a. Questions – Mr. Yasutake asked about provision to review roof budget. He asked if there is flexibility to move more money into the costs if delayed if necessary.
  - i. Response by Rep. Santos, indicated that there is limited flexibility in directing the use of the funds.

**6. Request from Board to secure D&O Insurance - Lynn D French, MHA, JD**

- a. After robust discussion, the Board approved Directors and Officers Insurance Package which has a premium \$3100 plus




additional tax costs (for Directors and Officers ONLY not property and casualty). – Mr. French will confirm. This was to take effect 27AUG2020.

- i. Rep. Santos alerted us that a resolution (in this case for expenditures) needs to be written in advance and publicized. She also mentioned that the Board would want to consider making our expenditures decision not in a “piecemeal” fashion but more like a budget for the organization.
- ii. President requested individual response on comfort level in proceeding without insurance or no written assurances of state coverage – No board members comfortable moving ahead without insurance.
- iii. Motion: acknowledged that the Board has been advised that it is outside of the normal process of the standard resolution process. The Board requests Mr. French to purchase the insurance
  1. **Action:** Unanimous approval

## 7. General Questions/Announcements

- a. How do we get to the root of the apparent discrepancy between Department of Commerce and Seattle Colleges as to how quickly we need to move forth?
  - i. Rep Santos reply
    1. Dependent on Board ability to map a cogent 30-60-90-day plan
    2. Need to articulate that solid plan so that the Depart. of Commerce and Capital Budget Committee can advocate on our behalf.
  - ii. Board to establish framework of milestones
    1. **Action:** Title Transfer Taskforce (Dr. Gayton, VP Bradford, Treasurer Yasutake and Mr. French) – Will respond to Dr. Edwards Lange’s request and report back to Board at the 9/9/2020 Meeting.
    2. **Action:** Tony Hanson at the Dept. of Commerce would like to present to the Board as soon as we



are ready to receive handoff. President Dr. Lewis to coordinate.

iii. Treasurer Mr. Yasutake – Asked that Goals, Mission and Vision be addressed at 9/9/2020 Meeting – This was documented by Secretary Moore.

iv. Mr. French made several additional comments:

1. \$200k appropriation from the City of Seattle for this project. Release of these funds will be done once title has been transferred. The funds cannot be carried over to 2021.
2. \$1.3MM must be appropriated by end of June 2021 also once title is transferred.
3. Per Rep. Santos: “The 1.3 is available BEFORE title is transferred.” (to be clarified)

b. Next Public Meeting Wednesday, 9/9/2020 6PM-730PM by Zoom

**8. Adjourn Meeting – 7:25 pm**

a. Secretary Moore communicates that recording has been closed.